

FISCAL PROCESSING BRANCH, FISCAL DIVISION

I. FUNCTIONS

The Fiscal Processing Branch will:

1. Receive and distribute all mail and accounting and audit documents for the Division.
2. Complete all vouchers except for travel and pay roll.
3. Prepare voucher and schedule of payments (KG-1) covering all expenditures of CIA processed through the Treasury Department.
4. Maintain vendor record of payment index.
5. Maintain files of obligation and liquidation documents.
6. Maintain Division record copy of all paid vouchers.
7. Maintain all necessary records and provide administrative support for General Accounting Office site audit representatives.
8. Maintain prescribed technical liaison with Treasury Department and General Accounting Office.
9. Furnish advice and assistance to vendors and CIA activities on fiscal matters as requested.
10. Procure and distribute throughout the Agency copies of decisions of the Comptroller General, laws, general regulations, Treasury Regulations, circulars, and similar publications.
11. Maintain control file of accounts currently rendered by disbursing officers in connection with Agency expenditures.
12. Prepare all Division requisitions for office supplies and equipment.
13. Be responsible officer for non-expendable property issued to the Division.
14. Be Records Officer to assist in establishing retention periods and disposal tables for division records.

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SECRET